



STATE OF DELAWARE  
DEPARTMENT OF FINANCE  
**DIVISION OF ACCOUNTING**

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**MEMORANDUM**

**#07-09b**

**TO:** All Department and School Fiscal Officers

**FROM:** Trisha L. Neely, Director

**DATE:** January 19, 2007

**SUBJECT: 2<sup>ND</sup> UPDATE TO STATEWIDE TRAVEL POLICY**

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We have had several inquiries concerning the actual expense, GSA rate calculation at the 150 and 300% thresholds. As a result, we have modified the Travel Policy, Section D.4.b.(1), and inserted Appendix E that outlines the procedure to utilize when requesting approval of a rate that exceeds 150% of the GSA rate. Please take a few minutes to familiarize yourself with these changes. The updated Travel Policy that includes these changes can be viewed at <http://www.budget.delaware.gov/accounting-manual/account-manual.shtml> .